



# ACTED

Agence d'aide à la coopération technique et au développement.



## Security Officer ToRs – Awerial/Bor

**Department:** Logistics  
**Position:** Security Officer  
**Location:** Awerial/Bor  
**Duration:** 3 months (with possibility of extension)  
**Date of Advert:** 20/03/2017  
**Date of Closure:** 06/04/2017

50-H 3  
Approved  
Inspector  
[Signature]  
20/3/2017

### I. Background on ACTED

ACTED is an international NGO founded in 1993 and headquartered in Paris. ACTED implements humanitarian programs through its offices in more than 32 countries worldwide, in Africa, Asia, Europe, Latin America and the Middle East. In South Sudan, ACTED maintains ten (10) offices including the country office based in Juba. ACTED is currently implementing an emergency response program in Bor County, Jonglei State.

### II. General Objectives

- Ensure that the safety standards of ACTED staff (international and local) are high
- Ensure high-level security of all ACTED assets, property and resources within ACTED sphere of influence and context of operations;
- Accountable for compliance of ACTED security and safety guidelines and SOP's.
- Provide regular security training for ACTED staff and conduct drills according to the security plan.

### III. Duties and Responsibilities

#### 1. Security Assessments

- Carry out regular assessments of security conditions in North-South Awerial County and Bor County, as well as ad hoc during assessment missions;
- Update local hub security plan as appropriate and share with Coordination, Juba and all local staff.
- Manage and control boat crew for river transport with the AC approval to ensure safety of ACTED staff traveling to and from BOR
- Access and update the SEC-26 Relocation and Evacuation plan with the Security Manager and AC on a monthly basis

#### 2. Liaison with humanitarian, military, community and other actors

- Represent ACTED's security needs in meetings with humanitarian, military, community (North/South Awerial county, Bor town, Jonglei state and IDP), police and other actors;
- Share security updates with ACTED staff.

#### 3. Premises, property and asset security

- With Area Logistics Officer ensure the safety and effective use of all ACTED staff, assets and property in the area; With the ALO and AC, the Security Officer ensure that all AGENCY who are residing/working in the Humanitarian Hub are following ACTED security procedures. With Area Coordinator ensure the registration of all new arrivals in the Humanitarian Hub
- Security briefings for all incoming ACTED staff and staff from other AGENCY who are working/residing in the Hub, with follow-up periodically or when applicable;
- Direct management of security guards / contracting company
- Direct management of General Staff ACTED/Hub groups (cleaners, cooks, casuals);
- Holds one key to hibernation kits (and the other one for the ALO), carries out regular checks on

hibernation kits and order replacement stock through logistics function;

- Maintain and update security notices (SEC-31, SEC-10 and SEC-04A) in the HUB and ensure everyone is briefed in the rules and understand the notices.
- Report any damage to perimeter fence, warehouse, Humanitarian Hub or other structures to Infrastructure team

#### 4. Telecommunications

- Focal point for radio communications at the compound, carry out regular radio checks with staff outside the compound;
- Conduct regular Radio and Sat-phone training in order to maintain a high standard with all drivers and staff using them.

#### 5. Reporting

- Complete SIR (Security Incident Report form) following any security incident and report to Coordination, Juba and HQ;
- File police reports in cases of criminal activity and follow up as appropriate;
- Responsible for complying with all the reporting requirements to the country management team, HQ as well as donor requirements within the FLATS procedure.
- Conduct monthly Radio and Sat-phone inspections to ensure that all radios and Sat-phones are serviceable, charged, have airtime and are being maintain, after report findings to AC and Juba CSM
- Maintain all security ADMIN files including staff security training files and send weekly update reports to Juba security office on training done to the CSM.

#### Applications

- Applications should be submitted in English, and should include:
- detailed CV
- cover letter
- photocopy of all university degrees
- photocopy of national ID card,
- photocopies of work certificates related to past jobs

All applications should be submitted to the ACTED Country Office in Juba (Hai Malakal, in hard copy by April 06, 2017. Or by mail to [Juba.adminassist@acted.org](mailto:Juba.adminassist@acted.org); [wayne.krumm@acted.org](mailto:wayne.krumm@acted.org)

- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- Application materials are not returnable, therefore applicants are strongly recommended not to submit original documents.

**Note: This position is open to South Sudan Nationals & Women are encouraged to apply.**

